

**Papakowhai School Board of Trustees**  
**Minutes of the Meeting 13 April 2016**  
**at 7.30pm in the staffroom**

<b>BOT Present</b>	Gary Tonkin (Chair)-GT Mark Smith (Principal)-MS Melanie Richardson-MR Petelo Alosio - PA Shane Robinson-SR Tracey Thompson (TT) Craig Hill – CH Heather Turner (Minute Secretary)
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		<b>ADMINISTRATION</b>	
2	Apologies	Craig Brown-CB	
3	Confirmation of previous minutes	<p>Minutes of Meeting 9 March 2016 were reviewed.</p> <ul style="list-style-type: none"> <li>• Carpet Quote- 2<sup>nd</sup> quote obtained and approval for work was obtained via email with BOT. Work commencing in holidays.</li> <li>• Ceiling tiles- MS had 3 conversations with Ashby's but no answer to date. BOT cannot access the \$40K until have approval.</li> <li>• Hall Maintenance – will be undertaken by D O'Leary when time permits</li> <li>• Car park and turf- later in agenda</li> <li>• Sound system – cost has been donated by Home and School</li> <li>• Vision diagram – changes undertaken by designer. A further few minor changes identified to be advised to designer. Discussed adding Pasifika or other nationalities flavour in future.</li> <li>• BOT dates- dates provided. Last full meeting for current BOT will be 18 May. Meeting of 8 June to be handover to new BOT</li> </ul> <p><i>Minutes confirmed</i>  <i>Moved: SR, Seconded: TT– carried</i></p>	
		<b>MONITORING</b>	
4	Principal's report	<p><u>Roll</u></p> <ul style="list-style-type: none"> <li>• Currently at 407</li> <li>• New teacher Raewyn Janes starts in term 2 in Rata 6. Children from Rata 3 will move to Rata 6 and those in Rata 1 and 4 will transfer to Rata 3.</li> <li>• 20 children will be moved and we expect 19 to arrive in term 2</li> <li>• Expect roll to be 450 at year end.</li> </ul>	

		<ul style="list-style-type: none"> <li>Slight concern over low numbers enrolled for term 4- need to do checking with feeding early childcare centres.</li> </ul> <p><u>Maori Consultation</u></p> <ul style="list-style-type: none"> <li>TT, MR and MS have met</li> <li>Date for consultation to be 11 May for shared meal- invitation being sent this week.</li> <li>Meeting will share results and review Action Plan for Success</li> <li>Will also discuss changes through Mark Kairua leaving</li> </ul> <p><u>Health and Safety</u></p> <ul style="list-style-type: none"> <li>Been a number of trips and falls but all of minor nature</li> <li>Pole collusions noted</li> <li>Scooters after school an issue – Netball coaches to be advised of school rules re scooters</li> </ul> <p><u>Report back on Goals 1 (Achievement) and 2 (Success)</u></p> <ul style="list-style-type: none"> <li>MS referred to report included in dropbox</li> <li>Goal 1- included <ul style="list-style-type: none"> <li>standardised testing undertaken with results expected for May meeting</li> <li>Changes to appraisals for teachers- moving towards teachers providing evidence to support the criteria</li> <li>Changes being made to portfolios</li> <li>Continued with professional development with Jeremy Bloomfield for reading and Julie Roberts for maths</li> </ul> </li> <li>Goal 2 – Included <ul style="list-style-type: none"> <li>Many opportunities for children with camp, sports events, Lit Quiz, GATE</li> <li>Special needs been challenging this term with more doing reading recovery, 5 ORS funded and a number with extreme behavioural issues without associated funds. May have financial implication as needing to provide teacher aide assistance to benefit all children in classes. Finding it difficult to get financial assistance needed.</li> <li>ESOL audit completed and pleasing results</li> </ul> </li> </ul>	<p><b>MS to inform netball coordinator re scooter issues</b></p> <p><b>Finance Committee to include review of special needs funding/cost each month</b></p>
6	Property Committee	<ul style="list-style-type: none"> <li>Minutes of the meeting held on 7 April were included in meeting papers in dropbox</li> </ul> <p><u>Maintenance issues</u></p> <ul style="list-style-type: none"> <li>Carpet replacement in prefabs <ul style="list-style-type: none"> <li>being undertaken in holiday</li> </ul> </li> <li>Rata Ceiling <ul style="list-style-type: none"> <li>Still awaiting to hear from Ashby's as to</li> </ul> </li> </ul>	

		<p>whether we can access funds</p> <ul style="list-style-type: none"> <li>• Tree Removal – to be undertaken Monday 18 April</li> <li>• Hall maintenance –D O’Leary to complete</li> </ul> <p><u>Kauri Project</u></p> <ul style="list-style-type: none"> <li>• Still no final accounts</li> </ul> <p><u>Car parking</u></p> <ul style="list-style-type: none"> <li>• Discussed concept plans with few ideas being raised re lighting, road marking, access to field</li> <li>• Time for community consultation</li> <li>• Yet to go to tender</li> </ul> <p><u>Roll Growth classroom</u></p> <ul style="list-style-type: none"> <li>• Been very disappointing due to number of changes to original plans.</li> <li>• Timing critical as without more classrooms by term 3 likely would need to close library</li> <li>• Now latest idea is for MOE to bring in two prefab classrooms from another Porirua school</li> <li>• Seem to be tidy but lack storage or breakout rooms- this point to be made to MOE</li> <li>• Appears no other option available to Papakowhai School now</li> <li>• Order of change will be: <ul style="list-style-type: none"> <li>- 2 prefabs in 2016- should be ready by term 3</li> <li>- Once new 5YA can be accessed will upgrade Totara similar to Kauri (2017/2018)</li> </ul> </li> <li>• BOT agreed to accept option of bringing in two prefabs subject to advice re storage etc.</li> <li>• Community to be advised of change from original plans</li> </ul> <p><u>Special Need Fencing</u></p> <ul style="list-style-type: none"> <li>• Fencing for special needs was approved.</li> </ul>	<p><b>MS/GT to prepare BOT notice re car parking and AstroTurf court</b></p> <p><b>MS to go to Ashby’s for timeframe for carpark etc.</b></p> <p><b>MS to check ratio of students/classrooms to toilet facilities</b></p> <p><b>MS to ask MOE re storage and breakout room options</b></p> <p><b>MS/GT to advise community re 2 prefabs</b></p>
6	Home and School	<ul style="list-style-type: none"> <li>• AGM held- surplus for hear \$7.6K</li> <li>• Goal is to build the community and to date positive feedback indicates this has been achieved</li> <li>• Current funds \$15K – looking for BOT approved ideas for funding. Examples provided included sports uniforms, reading garden, removal of old bars by Rata and replacing with other equipment, the visual equipment for hall</li> </ul>	
7	Finance	<ul style="list-style-type: none"> <li>• Minutes of the Finance Committee of 12 April referred to</li> <li>• February accounts reviewed- early in year, no issues</li> <li>• Banked staffing balanced out at end of year</li> <li>• Donations received looking good to date</li> <li>• ASC numbers similar but staying for shorter time.</li> </ul>	

		<ul style="list-style-type: none"> <li>• BSC steady – making some changes to charging to reduce number of children arriving at school too early</li> <li>• Financial position looking steady and good</li> <li>• No further with finalising Kauri project</li> <li>• Asset purchases on track</li> <li>• Using Assembly SMS to manage student accounts</li> </ul>	<b>HT – note to ASC/BSC users re change re BSC charges</b>
		<b>STRATEGIC DISCUSSIONS</b>	
8	Policy Review	<ul style="list-style-type: none"> <li>• Meeting held Health and Safety Policies – one further meeting needed to review a few remaining critical policies</li> <li>• Health and Safety Policies <ul style="list-style-type: none"> <li>- Had good review in line with new legislation</li> <li>- Agreed that the BOT staff representative also to be the school health and safety officer</li> <li>- Making a few changes to reception to ensure safety –includes signing in changes, viewing of ID, awareness of emergency procedures for visitors</li> <li>- Further first aid training to be organised so there is at least one person per syndicate trained</li> <li>- Agreed to accept changes with a proviso to review after one year</li> </ul> </li> </ul> <p><i>Motion: To approve the changes identified to the Health and Safety Policies as reviewed by the Policy Committee</i></p> <p><i>Moved: CH Seconded: TT carried</i></p>	<b>HT to suggest date for last policy review meeting (NB 6 May 8am)</b>
9	Enrolment Zone	<ul style="list-style-type: none"> <li>• MS and GT to attend a meeting with MOE and Rangikura School to discuss the enrolment zone and Rangikura setting their zone</li> <li>• Concerns expressed over potential split of the Aotea suburb and the impact it would have on families already at Papakowhai</li> <li>• Await further information at meeting but BOT agreed to return a “leave zone as is” at deadline of 1 May if meeting does not have suitable outcome.</li> </ul>	
		<b>OTHER BUSINESS</b>	
10	BOT Election	<ul style="list-style-type: none"> <li>• On 4 May all parents will get letters on what involved in the BOT elections</li> <li>• Notice for Kapimana to go in</li> <li>• There are 5 elected position – if get more nominees then it goes to a vote.</li> <li>• All action needed is in hand</li> </ul>	
	Bus	<ul style="list-style-type: none"> <li>• Insufficient interest to warrant the Aotea Bus</li> </ul>	
11	Upcoming	<ul style="list-style-type: none"> <li>• Next meeting 18 May</li> </ul>	

	meetings		
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Meeting closed at 9.35 pm	
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**BOT dates and Subcommittees (subject to confirmation)**

<b>BOT Dates</b>	<b>Finance Sub Committee</b>	<b>Property Sub Committee</b>	<b>Policy Sub Committee</b>
<b>Term two</b>			
Wednesday 18 May	March accounts and audit feedback Friday 13 May 8am	Thursday 5 May 8am	Friday 6 May 8am
Wednesday 8 June	April accounts Friday 3 June 8am		
Wednesday 6 July (last week of term 2)	May accounts		
<b>Term three</b>			
Wednesday 10 August	June accounts		
Wednesday 14 Sept	July account's		
<b>Term four</b>			
Wednesday 12 October	<b>August accounts</b>		
Wednesday 9 November	<b>Sept accounts</b>		
Wednesday 30 November	<b>Oct accounts Budget 2017</b>		
Wednesday 7 December			

School closes for 2016 on Friday 16 December